



## JOB DESCRIPTION

Title: **CITY TREASURER**  
Department: Treasurer's Office  
Class Code: 1250  
FLSA Status: Exempt  
Effective Date: August 1, 1986 (Rev. 07/2008)  
Grade Number: 29

### GENERAL PURPOSE

Under the general supervision of the Mayor, performs administrative duties in receiving, accounting for, depositing, and investing City funds and custody of City cash and investments.

### EXAMPLE OF DUTIES

- \*-- Trains back-up personnel provided by the Department of Finance and Administration.
- \*-- Custodian of all monies, bonds and other securities of the City.
- \*-- Determines the cash requirements of the City and provides for the investment of all idle cash in accordance with the "Utah Money Management Act."
- \*-- Maintains records and portfolio for all City investments.
- \*-- Prepares and files all reports required of the Treasurer by State and City codes.
- \*-- Hires, trains, supervises, evaluates and disciplines support staff.
- \*-- Receives all public funds and monies payable to the City, including all taxes, licenses, fines, utility payments, intergovernmental revenues and special assessments, and deposits said money in the appropriate bank accounts.
- \*-- Keeps an accurate detailed account of all monies received in accordance with the "Uniform Fiscal Procedure Act for Utah Cities" and reconciles the accounts with accounting personnel.
- \*-- Provides a receipt to every person paying monies to the City Treasurer, including the date of payment and the account paid on. A duplication receipt or summary report shall be filed with the accounting group.

- \*-- Balance and correct errors in the 22 remote cash drawers within the City and manage the security system for the remote cash system.
- \*-- Supervise collection and receipting of all dishonored checks given to the City. Coordinate with the City Attorney's Office and other departments for remedies; sends demand letters and works with collection company to collect final payments.
- \*-- Co-signs all City checks after determining that a sufficient amount is on deposit in the appropriate bank account of the City to honor the check.
- Performs related duties as necessary.

## **MINIMUM QUALIFICATIONS**

### Education and Experience

- Bachelors degree with emphasis in accounting, bookkeeping, finance and investments and two (2) years of experience in bookkeeping and investing OR any equivalent of education and experience.

### Special Requirements

- Must be bondable in the amount set by the Utah State Money Management council for Public Treasurer; must have a valid Utah Driver's License.
- Receive and maintain national certification administered by Municipal Treasurers Association of the United States & Canada.

### Necessary Knowledge, Skills and Abilities

- Working knowledge of State and City codes relating to the receipt, custody of and the investment of public funds; skills in the practices of investing public funds; ability to read, understand, interpret and explain updated codes relating to treasurer's duties.
- Working knowledge of modern bookkeeping and accounting practices and procedures; modern office practices and procedures.
- Ability to coordinate the work of others; ability to establish and maintain effective working relationships with employees, other agencies, and the public; ability to follow written and oral instructions; ability to communicate effectively, verbally and in writing.

## **TOOLS & EQUIPMENT USED**

- Personal computer, including word processing and spreadsheet software; central financial computer system; 10-key calculator; phone; fax and copy machine.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit, stand, walk and talk or hear. The employee is occasionally required to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.
- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in an office setting. The noise level in the work environment is usually moderately quiet.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

H. R. DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

\*Essential functions of the job.